

Dear Youth and Parent/Guardian:

Please read the revised Bay County 4-H Livestock Association Bylaws for the 2014-2015 program year. The Association, livestock leaders, and 4-H staff would like you to be aware of the rules that are in place to provide safe, educational opportunities for all 4-H members.

Please sign, date, and return this form to MSU Extension - Bay County by May 15, 2015. Be sure to keep the attached current copy of the bylaws in your files.

Additional copies of these bylaws can be found online at <http://www.baycounty-mi.gov/MSUE/4-H/>.

If there are any questions, please call your 4-H club organizational leader to MSU Extension - Bay County at (989) 895-4026.

I have read, understand and agree to abide by the rules that are stated in the Bay County 4-H Livestock Association Bylaws for program year 2014-2015.	
_____	_____
4-H Member Name (Please print)	4-H Member Signature
_____	_____
Parent/ Guardian Name (Please print)	Parent/ Guardian Signature

Date	

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BAY COUNTY 4-H LIVESTOCK ASSOCIATION BYLAWS

Adopted: October 2014

There will be no exceptions to these bylaws unless approved by the 4-H Livestock Association and the 4-H Program Coordinator, or another designated MSU Extension-Bay County representative, or at least three (3) Superintendents.

Animal Policies

Beef

1. Members are to have steer/heifer in their possession by February 1 of current calendar year in order to sell at the livestock auction.
2. Market steer/heifer must be tagged. Photographs that are turned into MSU Extension-Bay County for market animal species. 2 photos of market animal(s) must be turned into MSU Extension via hard copy or e-mail (no faxes accepted). Photos must include full head shot of animal with ear tag number clearly visible. The deadline to submit photo shall be February 15. If the deadline falls on a weekend or holiday the photo will be accepted on the following business day. There will be no substitutions after this date.
3. No rings in the noses of steer.
4. Steers/heifers must be born on or after January 1 of the prior calendar year and weigh a minimum of 1,000 pounds in order to participate in market classes.
5. All large, male market animals must have been castrated and have dehorned.

Swine

1. Members are to have swine in their possession by May 1 of current calendar year in order to sell at the livestock auction.
2. Market swine must be tagged. Photographs that are turned into MSU Extension-Bay County for market animal species. 2 photos of market animal(s) must be turned into MSU Extension via hard copy or e-mail (no faxes accepted). Photos must include full head shot of animal with ear tag number clearly visible. The deadline to submit photo shall be May 15. If the deadline falls on a weekend or holiday the photo will be accepted on the following business day. There will be no substitutions after this date.
3. No boars may be shown in showmanship classes.
4. Swine must be born on or after January 1 of the current calendar year and must weigh a minimum of 200 pounds to participate in market classes.
5. All youth who sell a swine project at the Bay County 4-H Livestock Auction must attend and complete Pork Quality Assurance training. PQA is designed to educate youth in eliminating volatile drug residues, increase food safety practices, and overall improve the knowledge of swine care and management practices.
6. All large, male market animals must have been castrated.

Lambs

1. Members are to have market lambs in their possession by May 1 of current calendar year in order to sell at the livestock auction.
2. Market lambs must be tagged. Photographs that are turned into MSU Extension-Bay County for market animal species. 2 photos of market animal(s) must be turned into MSU Extension via hard copy or e-mail (no faxes accepted). Photos must include full head shot of animal with ear tag number clearly visible. The deadline to submit photo shall be May15. If the deadline falls on a weekend or holiday the photo will be accepted on the following business day. There will be no substitutions after this date.
3. All large, male market animals must have been castrated.
4. Market lambs must be born on or after January 1 of the current calendar year and weigh a minimum of 90 pounds to participate in market classes.
5. All market lambs must be sheared prior to entry into the barn.

Goats

1. Members are to have goats in their possession by May 1 of the current calendar year in order to sell at the livestock auction.
2. Goats must be tagged. Photographs that are turned into MSU Extension-Bay County for market animal species. One photo of market animal(s) must be turned into MSU Extension via hard copy or e-mail (no faxes accepted). Photo must include full head shot of animal with ear tag number clearly visible. The deadline to submit photo shall be May15. If the deadline falls on a weekend or holiday the photo will be accepted on the following business day. There will be no substitutions after this date
3. Market goats must be born on or after January 1 of the current calendar year and weigh a minimum of 50 pounds to participate in market classes.
4. Pygmy breeds may not be entered in market classes.
5. All large, male market animals must be castrated and dehorned.

Waterfowl and Poultry

1. Market waterfowl and poultry must be born on or after the January 1st of current calendar year.
2. Members are to have waterfowl and poultry in their possession by June 15 of the current calendar year.
3. Poultry (chickens and turkeys) must be pullorum tested during the weigh-in procedures at fair.
4. To participate in the market classes, turkeys must weigh a minimum of 15 pounds.
5. To participate in the market classes, ducks must weigh a minimum of five (5) pounds.
6. To participate in the market classes, geese must weigh a minimum of eight (8) pounds.
7. To participate in the market classes, chickens must weigh a minimum of five (5) pounds.

8. Under this Waterfowl and Poultry section, the preceding bylaw rule Nos. 4, 5, 6, and 7 apply to pens of multiples and minimum weight requirements for each animal class must be met.

Rabbits

1. Market rabbits must be born on or after January 1 of the current calendar year.
2. Members are to have rabbits in their possession by June 15 of current calendar year.
3. Market rabbits must weigh a minimum of four (4) pounds each to participate in market classes. This rule also pertains to pens of multiples.

Pheasants

1. A County Pheasant Contact is required by the Department of Natural Resources (DNR) to apply for a permit for our county. Any member wishing to do a pheasant project in Bay County must be documented by the County Pheasant Contact under this permit.
2. All pheasant to be shown in the market class at fair must be acquired through the County Pheasant Contact. This assures age equality and pullorum-free birds. Birds are ordered in late spring, approximately 10 to 12 weeks before fair.
3. Market pheasant are shown as a pen of three and must consist of one male and two females or two males and one female.
4. Market pheasant are offered to buyers during the auction “for release only.” Youth and buyer agree to time and place to meet for the release of birds.
5. Market birds must be released within two (2) weeks of the conclusion of fair.

Horses

1. All members, Cloverbuds, and adults must follow rules stated in the current *Michigan 4-H Horse and Pony Project Show Rules and Regulations* book.
2. During horse shows a certain-stated amount of time will be allowed for each class to enter the ring. On the last call, the class will be closed. Entry to the class is at the judge’s discretion when the gate is closed.
3. No excessive whipping or spurring to any animal is allowed.
4. Cloverbuds will participate in 4-H sponsored events non-competitively.
5. All 4-H youth riding a horse during 4-H activities, and events must wear a helmet whether outside or inside the arena. Ex: Fair and parades.
6. No animals may be washed inside or outside of the barn **except** at the designated wash racks.
7. Hay bags are optional, but if used they must be hung in a safe manner. The bottom of the hay bag must not be lower than the point of shoulders.

8. All animals housed in the horse barn must be fed and watered by 10:00 a.m. each day of Fair. Failure to do so will result in a warning from the superintendent. Youth will have three (3) warnings and with the third warning being directed to the club leader. At this time if not properly taken care of you will be asked to remove your horse from the grounds until further notice.
9. All animals may be tied outside only to the tie rail provided in the wash racks. No animals may be tied to ANY fences on the grounds.
10. If overcrowding occurs in the horse barn, the following steps will be initiated as needed:
 - A. Open horses will not be stabled with 4-H youth clubs.
 - B. Ask for additional space from the Fair Board superintendent.
 - C. Delete tack stalls
 - D. Any remaining stall space will be given to non-Bay County 4-H members, on a first come, first-serve basis.
 - E. The 4-H superintendent will decide on additional steps.
11. For the safety of your horse and passing spectators stall doors shall be closed at all times, except when entering and exiting the stall.
12. A stall safety check will be done on Monday morning of fair week. Marked items will be made safe by Tuesday.
13. A copy of proof of negative coggins **must** be given to superintendents at the time of Fair Entry Registration. **No Exceptions!** Failure to provide this documentation will forfeit registration.

Policies Pertaining to all Animals

1. Goats, steer/heifers, swine, lambs and horses are to be considered large animals. Rabbits, waterfowl, wildfowl and poultry are to be considered small animals.
2. All animals must participate in market classes to sell in the livestock auction.
3. All animals must meet all current USDA (United States Department of Agriculture) and Michigan Department of Agriculture testing requirements prior to admission in the livestock barn.
4. Should an animal become lame or die prior to judging, the member may obtain permission from the livestock superintendent to substitute another animal. The livestock superintendent will notify the MSU Extension representative of the change. This rule does not apply to horses.
5. During Fair no drugs or supplements may be administered to any animal without consent of the superintendent.
6. All 4-H entries will be judged using the Danish System (A-B-C) and receive corresponding ribbon.
7. All large, male market animals must have been castrated and horns/scurs less than two (2) inches in length.

8. A date and time will be determined by Livestock Association officers, superintendents, and MSU Extension staff to weigh in and admit all animals into the fair. This will be showing and selling weight.
9. Sick or injured exhibits will be released or removed only by the superintendent prior to the end of fair.
10. Any exhibits removed from the fairgrounds before the designated release time without permission of the superintendents will result in the revocation of premiums.
11. Animals may be re-weighed one time after initial weigh-in. Re-weigh must be completed before the end of designated weigh-in time. This may be done only if the animal produces a weight that is lower than the minimum weight required to sell in the Bay County 4-H Livestock Auction. All youth wishing to re-weigh an pen the animal in the barn in order to re-weigh.
12. If an animal doesn't make weight, youth may request to show that animal in non-market and showmanship classes.
13. The same animal can not be shown in both a market and non-market class.
14. All exhibits brought to the fair must be clean, dry, free of disease, free of parasites, and uninjured.
15. All exhibits brought to the fair must be clean, dry, free of disease, free of parasites and uninjured. Any animals deemed sick, dirty etc. will be sent home.

Rocket J Chicken Contest Rules

1. Registration for the Rocket J Contest must be submitted to MSU Extension - Bay County by the date set by Rocket J.
2. Rocket J chickens must be picked up on the day of arrival at Rocket J's.
3. All Rocket J entries must be classified entries on the 4-H fair entry form. Rocket J chickens must be entered in at least one of the following classes: market, non-market, and/or showmanship.
4. A Rocket J market entry will be considered one of the three species allowed to be sold at auction.
5. Rocket J chickens will be weighed in and recorded at the time of entry by someone chosen by the livestock superintendent.
6. All 4-H Members in the Rocket J project must enter one bird in the Rocket J competition and exhibit it at fair. If the member does not exhibit one in the Rocket J competition, he or she will be ineligible to participate in future Rocket J projects.
7. Rocket J chickens must meet all requirements of poultry as stated in these bylaws.

Rules and Guidelines for 9-19 Year Old Members

1. 4-H members must be 9-19 years old as of January 1st of the current program year to participate in competitive classes.
2. 4-H members must be able to safely exhibit their animal(s) in the show ring or be separated and judged from their pen/stall, as determined by the superintendent.
3. A 4-H member must exhibit his or her own animal. If a 4-H member cannot exhibit his or her own animal due to an injury, illness, or a situation that has been confirmed by the 4-H superintendent, then he or she may have a person in their own age group exhibit the animal for market and non-market classes only. Prior to showing the appropriate 4-H leader, the 4-H superintendent, and MSU Extension - Bay County representative should be informed of the change.
4. During fair 4-H members are required to bathe and fit their own animals; a parent/guardian and/or a 4-H leader may only assist.
5. Only people appointed by the 4-H superintendent will be allowed to enter the show ring.
6. Any 4-H member who participates in an animal project or competition (fair classes and/or showmanship, etc.) (King/Queen and Prince/Princess contest) must attend at least three (3) Livestock Association meetings, and at least three (3) Livestock/Fair Board/Advisory Council activities prior to August 1st of the current calendar year.
7. All required meetings and activities must occur prior to August 1, 2015 of the current calendar year.

Rules and Guidelines for 5-8 Year Old Cloverbud Members

1. Youth must be enrolled as a 4-H member with MSU Extension - Bay County by April 1 of the current program year to participate in any 4-H project area.
2. If 4-H Cloverbud members are to have direct involvement with an animal, the contact must take place under the direct one-on-one assistance of a responsible parent, guardian, or adult volunteer.
3. Cloverbuds who are 5-to-6 years old may be involved with an animal on a halter or lead. They must be directly assisted one-on-one by an adult volunteer or parent who is on the ground holding the animal's halter or lead. Includes dairy calf, lamb, kid goat, etc.
4. Cloverbuds who are 5-to-6 years old may be involved with non-haltered animals such as swine, companion animals, chickens, and rabbits. They must be directly assisted one-on-one by a parent, guardian, or an adult volunteer who is beside the youth.
5. Cloverbuds who are 7-to-8 years old may be involved with an animal on a halter or lead. They must be assisted by a parent, guardian, or an adult or older youth volunteer who is on the ground holding the animal's halter or lead. This includes dairy calf, lamb, goat, etc.

6. Cloverbuds who are 7-to 8-years old may be involved in non-haltered animals such as swine, companion animals, poultry, wildfowl, and rabbits. They must be assisted by a parent or an adult or older youth volunteer who is beside the youth.
7. Cloverbuds will participate only in activities that are noncompetitive.
8. Cloverbuds will be uniformly recognized for participation.
9. Cloverbuds will participate in activities that are developmentally appropriate.
10. Cloverbuds may not participate in competitive classes, sales, treaties, and auctions at 4-H events.
11. Any 4-H Cloverbud member who participates in an animal project must attend at least three (3) Livestock Association meetings, and at least one (1) Livestock/Fair Board/Advisory Council activity prior to August 1st of the current calendar year.
12. All required meetings and activities must occur prior to August 1st of the current calendar year.

Rules and Guidelines for the Market Sale

1. Members must attend and sign in at a minimum of three (3) 4-H Livestock meetings, and a minimum of three (3) Livestock/Fair Board/Advisory Council activities prior to August 1st of the current calendar year.
2. All market animals must be sold at the 4-H auction or forfeit their position to the next animal in order of judging.
3. All members are required to contribute 3% of their market sale income to the Livestock Association to be used for general expenses incurred throughout the year and during the fair and market sale. This amount will be deducted by the market auction clerk before checks are mailed to members.
4. A \$7.00 fee will be deducted from each 4-H member's sale check to pay for the "thank you" for buyers.
5. Once an animal has been judged in a market class during fair you have agreed to sell the animal at the Bay County Livestock Auction. No animals may be removed from the sale once judging has been completed.
6. Parents and members intending to participate in any livestock project (including market, non-market, or showmanship classes) must review these bylaws and sign a form indicating they have done so. The form must be returned to MSU Extension - Bay County by May 15 each year.
7. 4-H members may only sell a total of three (3) species.
8. No pregnant animals may be exhibited in market classes.

9. Upon entry into the livestock barn, all animals will be inspected by the livestock superintendent or his/her designee to determine suitability.
10. The buyer has the right to do with the animal whatever he or she sees fit, including giving it back to the seller. As long as MDA requirements are followed at all times.
11. Sale order of all market species will be rotated each year following the adopted rotation: turkeys, goats, ducks, lambs, geese, and rabbits, swine, chicken, steer, pheasant with the top listed species rotating to the bottom of the order in the following year.
12. 4-H members selling livestock are responsible for making arrangements to transport their animals to processors and/or market sale.
13. Buyers may request to have the animal donated back to the Livestock Association or resold. If so, animal will be resold at the end of the sale. Proceeds will go to the Livestock Association.
14. Sellers must find out the buyers intentions for their animals(s) as soon as possible and no later than Friday afternoon, It is highly suggested that parents and youth speak with buyers the evening of the auction.
15. Each family is responsible to contribute time and goods to the buyer's reception.
16. Each club is responsible to volunteer for the buyer's reception.
17. All members, leaders, and parents should be available to help set up on the day of the sale.
18. No glitter may be put on any animals during the market sale.
19. All members are responsible for the delivery of all purchased animals to either the stock year, processor or to the buyer directly live or processed. Any member that fails to deliver any purchased animal to buyers with in 1 month of auction will not be allowed to sell in the following year sale and must return the funds received from the sale. The 3% and \$7 are non-refundable.

Barn Rules

1. No sleeping in the barn.
2. No open-toed foot wear is allowed in animal pens, stalls, or alley way when handling/working with animals.
3. Alleyways, stalls, and pens must be kept clean at all times.
4. The Livestock Association, with the recommendation of superintendents, will decide appropriate bedding for animals. Youth will be required to purchase and use the bedding deemed appropriate.
5. Members are required to post thank you's and buyer's name above market animals by noon on Friday following the Auction. Warnings will be given if this task is not complete.

6. Any 4-H member caught destroying property will be banned from participating in the Bay County Fair and Youth Exposition for up to two years depending on the destruction. The 4-H Extension educator and 4-H Livestock Association could worsen the punishment if needed.
7. All animals in the barn must be checked for food and water at approximately 10 a.m. and 8 p.m. The barn superintendent will use the following as guidelines to enforce this policy:
 - First Warning: Member verbally notified by superintendent.
 - Second Warning: Cage will be tagged and leader notified with member.
 - Third Warning: Premiums will be forfeited and animal will be removed.
8. The barn will be cleaned each day by 10 a.m. Members are responsible for keeping their pens and the barn clean throughout the day. The barn superintendent will use the following as guidelines to enforce this policy:
 - First Warning: Member verbally notified by superintendent.
 - Second Warning: Cage will be tagged and leader notified with member.
 - Third Warning: Premiums will be forfeited and animal will be removed.
9. Fees for pens left dirty at the end of fair week will be fined \$25.00 for small animals and \$75.00 for large animals. Checks will be made payable to “Bay County Livestock Association.” Superintendents will deem when a pen has been left dirty and designate a youth to clean the pen. The cleaner will receive \$10.00 for small animal pens and \$25.00 for large animal pens.
10. All animals must be removed and the barn cleaned by the date and time designated by the Livestock Association officers, superintendents, and MSU Extension staff. Times will be announced at fair entry registration. Members will be required to sign-in and sign-out of barn clean-up at the closing of fair. This is mandatory for all youth with an animal housed in the barn.
11. Upon decorating, the member name and contact information must be on cage using the cage cards supplied.
12. All animals in the barn must be a registered fair entry.
13. All feed must be stored neatly in an appropriate, sealed container in a designated area.
14. All food and water dishes must be appropriate to suit the animal, so as not to be tipped over. Hay bags are optional, but if used they must be hung in a safe manner. The bottom of the hay bag must not be lower than the point of shoulders.
15. All members/Cloverbuds will have a pen limitation of no more than eight (8) livestock pens at fair. Pens of two or three animals count as one pen.
16. Large animals may not be removed from stall without two (2) adults present. Traffic areas must be blocked off when doing so to keep public safe.
17. Animals to be washed must be washed in the designated area at the back center of the barn. Horses must be washed in the wash racks only.

18. Animals may be tied outside only to the tie rail provided in the wash racks. No animals may be tied to ANY fences or stall fronts on the fair grounds.
19. For the safety of your animal and passing spectator, stall doors shall be closed at all times, except when entering and exiting the stall/pen.
20. All youth showing/selling an animal must attend at least one pre-fair set-up event. A few dates will be given at Fair Entry Registration each year. This will not count as an activity.

Information Center/Club Responsibilities

1. The Information Center will be open from noon till 8 p.m. each day (Tuesday through Saturday) of fair, except Opening Ceremonies, show times, and during the auction.
2. Clubs will be responsible to work at least two (2) shifts. Shifts will be no longer than two (2) hours.
3. During that club's shift, youth will also be responsible to pick up trash outside and inside the barn and sweep entire barn floors.
4. Sign-up sheets will be available at Fair Entry Registration, the June and July Livestock Association meetings for clubs to sign up for shifts.

Officers

1. The executive committee of the Livestock Association will consist of: president, vice- president, secretary, and treasurer.
2. All officers will be elected by ballot at the September Livestock Association meeting. In the case of a tie the president will flip a coin to determine the winner
3. The terms of each office will be as follows:
 - President: One (1) Year
 - Vice-Pres: One (1) Year
 - Secretary: One (1) Year
 - Treasurer: One (1) Year
4. Officers may serve for two consecutive one-year terms. Unless position is not filled during election.
5. The term of officers will start at the October Livestock Association meeting.
6. If a vacancy occurs in the executive committee, a special election will be held to elect an officer to fill the term of the vacant office.
7. Livestock Association officers will work with superintendents and MSU Extension staff to set fair schedules.

8. The treasurer position consists of a youth and an adult (parent/guardian). The youth and parent must be present to accept the nomination for the treasurer position at the September Livestock Association meeting.

Specific Duties of Officers

1. President (Recommended that this position is held by a teen member of the organization)
 - Preside at all meetings of the Livestock Association.
 - Work with MSU Extension - Bay County to create monthly agendas.
 - Be a representative of the youth involved in livestock projects in Bay County.
 - Serves as a role model for officers and members.
2. Vice-president (Recommended that this position is held by a teen member of the organization)
 - Will act as aide to the president.
 - Assumes responsibility in absence of president.
 - Serves as a role model for members.
 - Supplies sign-up sheets and oversees that clubs report for shift duty during fair.
 - Responsible for Information Center Committee.
3. Secretary (Recommended that this position is held by a teen member of the organization)
 - Keeps accurate record at all meeting of the Livestock Association.
 - Conducts correspondence as decided by Livestock Association.
 - Works with MSU Extension - Bay County to assure reports are available at meetings.
 - Serves as a role model for members.
4. Treasurer (Recommended that this position is held by a teen member of the organization)
 - Receives all monies of the Livestock Association.
 - Keeps an accurate record of all receipts and expenditures.
 - Manages day-to-day financial transactions.
 - Presents a financial report at every meeting.
 - Works with MSU Extension - Bay County to assure reports are available at meetings.
 - Records and pays bills/reimbursements.
 - Deposits/withdraws funds.
 - Records accrued interest.
 - Serves as a role model for members.
5. Committees
 - A. Bylaw Review Committee formed at August meeting of current program year.
 - B. Buyers Reception Committee formed at March meeting of current program year.
 - C. Information Center Committee formed at March meeting of current program year.
 - D. Barn Improvement Committee formed at January meeting of current program year.
 - E. Ribbons/Trophy Committee formed at May Meeting of current program year.
 - F. Audit Committee formed in September and completed by December. Committee will consist of newly elected Treasurer and at least two (2) adults.